Schools New to the Private School Choice Program in the 2022-23 School Year

WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Topics Covered

- **How to complete the Notice of School's Intent to Participate (ITP)**

- **Hours of Instruction**

- **Auditor Fee**

- **Required school policies**

- **Surety Bond Requirements**

- **Financial Documents**

- **Student Information System (SIS) and WISEdata requirements**

- **Next Steps**

School Registration Information Webpage

- The Choice Program webpage has all forms schools need to register for the Choice program.

- Schools should read the new school cover letter on the webpage for directions on how new schools may request access to the Online Application System (OAS) to complete the ITP.

- The webpage has a checklist to assist schools with registration process.

- All school registration forms and the auditor fee are due to the DPI by January 10, unless otherwise noted in the cover letters.

Intent to Participate (ITP)

- The ITP is required for all new and continuing schools and must be completed every year in order for a school to participate in the Choice program.

- The ITP must be completed by the Choice Administrator in the Online Application System (OAS).

- A Choice Administrator is defined as: An owner of the school or an individual appointed as the school's administrator by the school's governing body.

- The ITP indicates the school's intent to participate in the Choice program for the upcoming school year and agreement to comply with all program requirements.

Gaining Access to ITP

- The School's ITP will be submitted through the DPI's Online Application System (OAS).

- To request access to OAS, the new school's Choice administrator must email the following information to privateschoolchoice@dpi.wi.gov:

    1. Private School Code: See the Private School Directory for the code. Schools may also access the directory from Private School Choice Programs homepage (fourth from the bottom on left menu bar).Schools that do not have a private school code may have been required to meet certain requirements by the prior August 1 to be eligible to participate in the Choice program in the upcoming school year. See the school registration page for additional information.

    2. School legal name: The school's legal name should match the school's name in the Private School Directory. If the school's legal name is not correct in the Private School Directory, please also indicate this in the email and the DPI will provide next steps.

    3. School's Choice administrator legal name: Include the Choice administrator's first and last legal name.

    4. School's Choice administrator phone number: Include school phone number for administrator.

    5. Request statement: A statement that the Choice administrator is requesting access to OAS for the new school to complete the ITP for the 2022-23 school year.

ITP Instructions

- **The Administrator must select that he or she accepts the language included on the opening page of the ITP in order to continue.**

New vs. Existing Private School

- The Intro of the ITP explains which types of schools should be filling out the ITP.

- Difference between "New Private School" and "Existing Private School".

Notice of School's Intent to Participate

New Private School Registration Requirements

School Name: Ryne's BrandNew Academy

School Year: 2022-2023

Intro --> Intent --> School Info --> Locations --> Review --> Choice Admin --> Programs --> App Periods --> Grades --> K4 --> Review --> Summer --> Financial --> Random Select --> Submit --> Confirmation

Determine Status: New or Existing School

Some new schools were required to meet certain requirements by the prior August 1, to be eligible to participate in the upcoming school year. Review the information below to determine if your school is eligible prior to registering.

If your school is new to the PSCP, the school registration requirements and deadlines established in state law vary based on whether your private school is considered a "**new private school**" or an "**existing private school**" per s.118.60 and s.119.23 Wis. Stats.

In order to proceed with registration, your school must first determine if it is a "**new private school**" or an "**existing private school**" by answering the following questions:

1. Has your private school been open with enrolled students for longer than 12 consecutive months?
2. Does your private school have at least 40 students or have three or more grades with enrolled students?

If your school answered no to either question, it may meet the definition of a "**new private school**," and must consider this last question:
3. Is your private school operated/managed by a private school already participating in the PSCP?

If your school also answered no to this last question, then it meets the definition of a "**new private school**."

"**New private school**": If your school is a "**new private school**", you were required to meet certain requirements by the prior August 1. Schools that did not meet these requirements by the prior August 1, are not eligible to participate in the PSCP for the upcoming school year, should not complete the Notice of School's Intent to Participate, and should not send the Auditor Fee or form to DPI.

"**Existing private school**": Private schools that do not meet the new private school definition are considered an "**existing private school**". These schools *may proceed* with completing the School's Notice of Intent to Participate for the upcoming school year in the PSCP.

Contact PSCP staff at PrivateSchoolChoice@dpi.wi.gov or 1-888-245-2732 ext. 3 with any questions.

Is the school a "new private school" that met the prior August 1 requirements OR an "existing private school"?

○ Yes ○ No

[Back] [Next]

Go to Top

7

Intent, Cover Letter, and Checklist

- In order to continue, the Choice Administrator must read the Cover Letter and Registration Checklist.

- The Cover Letter contains important requirements for the Choice Program.

- The Administrator must select "Yes" in order to continue through the ITP.

- The new school cover letter can be found at the **School Registration Information**.

Notice of School's Intent to Participate

Intent and Registration Cover Letter

School Name: Ryne's BrandNew Academy
School Year: 2022-2023

✔Intro --> **Intent** --> *School Info* --> *Locations* --> *Review* --> *Choice Admin* --> *Programs* --> *App Periods* --> *Grades* --> *K4* --> *Review* --> *Summer* --> *Financial* --> *Random Select* --> *Submit* --> *Confirmation*

Intent, Cover Letter, and Checklist

Before completing and submitting the ITP in OAS, please do the following:

- Read the Cover Letter Regarding School Registration. The cover letter contains information detailing the requirements for schools to register to participate in the PSCP.

  ○ Schools new to the PSCP should read the letter under the "New Schools" column.

  ○ Schools continuing in the PSCP should read the letter under the "Continuing Schools" column. Continuing schools are schools that are currently participating in the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and/or Wisconsin Parental Choice Program (WPCP).

- Print and use the School Registration Checklist. This checklist was created to assist schools in ensuring all registration materials are completed and all required information has been submitted to the DPI by the deadline. We encourage all schools to use the registration checklist as a way to keep track of school registration requirements. The checklist does not need to be submitted to the DPI.

---

1. Does the school intend to participate in the PSCP for the 2022-23 school year?   ○ Yes ○ No

2. If intending on participating, have you read **both** of the following?   ○ Yes ○ No ○ N/A

   - the "Cover Letter Regarding School Registration", and

   - the "School Registration Checklist"

[Back]   [Next]

Go to Top

School Information

- **The school's legal name will prepopulate based on the information shared with the DPI when gaining access to OAS.**

- **The Administrator needs to enter the school's phone number.**

- **If the FEIN or Aids Register Agency ID is unknown TBD may be entered.**

- **The school's Aids Register Agency ID can be found here: https://apps4.dpi.wi.gov/AID/Home**

Enter General School Information

Please enter or update the school information below.

			2022-2023 School Year	
School Legal Name:			Ryne's BrandNew Academy	The school name must be the school's legal name and should match the school's name in the DPI Private School Directory. Schools may access the Private School Directory on the left menu bar at dpi.wi.gov/choice. If the school's name needs to be updated, the school's Choice Administrator must send an email to DPI at PrivateSchoolChoice@dpi.wi.gov and request that the school's name be updated.
School Phone Number:				The school phone number will be the number shown to parents in the Online Parent Application and also on the MPCP, RPCP, and/or WPCP List of Schools for the upcoming school year at dpi.wi.gov/choice. Format is (999) 999-9999, or 999-999-9999, or all numbers without punctuation. *(Note: Area codes and 3-digit exchange codes cannot begin with a 0 or 1)*
Federal Employer Identification Number (FEIN):				In order to process state aid payments under the state financial accounting system (STAR), all schools must provide the DPI with their school's Federal Employer Identification Number (FEIN). If the school is new to the PSCP and does not have an FEIN, the school may enter TBD. Format is 99-9999999. (2 digits, hyphen, then 7 digits)
Aids Register Agency ID:				This ID is used to make payments to the school. Schools may access their ID in the Aids Register on the left menu bar at dpi.wi.gov/choice. Enter the school's legal entity name in the Aids Register Agency Name box, click in the Agency ID box, and the agency ID is automatically displayed. Schools may verify their ID by entering it in the Agency ID box, clicking on the Agency Name box, and the Agency Name will be displayed. If the school does not have an ID, the school may enter TBD. Format is 999999 (6 digits). If less than 6 digits, add zeroes to the beginning (e.g. 000123)

Back Next

School Locations

- **New schools will not have any addresses listed. The Administrator must click "Add Location".**

Enter School Locations and Mailing Address

Enter/update your school mailing address and school location information.

School Mailing Address

- The Mailing address, city, and zip code will be the school address the DPI uses if mailing PSCP information to the school. The school's mailing address is not displayed in the Online Parent Application or on the school lists at dpi.wi.gov/choice unless the mailing and primary location are the same address.

School Primary Location

- The primary location must be located in the state of Wisconsin.
- The primary location address, city, and zip code will be the school address in the Online Parent Application and the main address on the MPCP, RPCP, and/or WPCP List of Schools for the upcoming school year at dpi.wi.gov/choice.
- If the address for the primary location is the same as the school's mailing address, indicate the address as both the primary and mailing address.

School Other Locations

- The other locations must be located in the state of Wisconsin.
- These locations are displayed when parents click other locations on the "Schools" screen in the Online Parent Application and included under other locations on the MPCP, RPCP, and/or WPCP List of Schools for the upcoming school year at dpi.wi.gov/choice.

Location Description (optional field): This is an optional field that schools may use to enter a description for the location. This description is for internal purposes only and will not be included in the Online Parent Application or on the school lists at dpi.wi.gov/choice. Examples: Elementary School, Middle School, High School, etc.

Enter or Update Locations for 2022-23:

0 addresses entered for 2022-23

Enter New Location/Address:

Address: _____   ☐ Primary Location, County: [Select... ▾]
City: _____   ☐ Mailing Address for PSCP
State: ____
Zip: _____
Description: _____ (optional)

[Cancel] [Save]

10

School Locations

- After clicking "Add Location" a grey box will appear with blanks to fill in the information for the school's locations.

- At least one location must be used for instruction, be the primary location, and be the mailing address for the school.

Enter School Locations and Mailing Address

Enter/update your school mailing address and school location information.

School Mailing Address

- The Mailing address, city, and zip code will be the school address the DPI uses if mailing PSCP information to the school. The school's mailing address is not displayed in the Online Parent Application or on the school lists at dpi.wi.gov/choice unless the mailing and primary location are the same address.

School Primary Location

- The primary location must be located in the state of Wisconsin.
- The primary location address, city, and zip code will be the school address in the Online Parent Application and the main address on the MPCP, RPCP, and/or WPCP List of Schools for the upcoming school year at dpi.wi.gov/choice.
- If the address for the primary location is the same as the school's mailing address, indicate the address as both the primary and mailing address.

School Other Locations

- The other locations must be located in the state of Wisconsin.
- These locations are displayed when parents click other locations on the "Schools" screen in the Online Parent Application and included under other locations on the MPCP, RPCP, and/or WPCP List of Schools for the upcoming school year at dpi.wi.gov/choice.

Location Description (optional field): This is an optional field that schools may use to enter a description for the location. This description is for internal purposes only and will not be included in the Online Parent Application or on the school lists at dpi.wi.gov/choice. Examples: Elementary School, Middle School, High School, etc.

Enter or Update Locations for 2022-23:

0 addresses entered for 2022-23

Enter New Location/Address:

Address: [_____] ☐ Primary Location, County: [Select... ▼]
City: [_____] ☐ Mailing Address for PSCP
State: [___]
Zip: [_____]
Description: [_____] (optional)

[Cancel] [Save]

School Locations

- **Once a location is saved it will show up as indicated in the picture.**

- **The address can be edited or deleted.**

- **Another location can be added by clicking "Add Location".**

Notice of School's Intent to Participate

School Locations and Addresses

School Name: Ryne's BrandNew Academy
School Year: 2022-2023

✔Intro --> ✔Intent --> ✔School Info --> **Locations** --> Review --> Choice Admin --> Programs --> App Periods --> Grades --> K4 --> Review --> Summer --> Financial --> Random Select --> Submit --> Confirmation

Enter School Locations and Mailing Address

Enter/update your school mailing address and school location information.

School Mailing Address

- The Mailing address, city, and zip code will be the school address the DPI uses if mailing PSCP information to the school. The school's mailing address is not displayed in the Online Parent Application or on the school lists at dpi.wi.gov/choice unless the mailing and primary location are the same address.
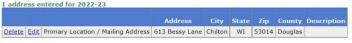
School Primary Location

- The primary location must be located in the state of Wisconsin.
- The primary location address, city, and zip code will be the school address in the Online Parent Application and the main address on the MPCP, RPCP, and/or WPCP List of Schools for the upcoming school year at dpi.wi.gov/choice.
- If the address for the primary location is the same as the school's mailing address, indicate the address as both the primary and mailing address.

School Other Locations

- The other locations must be located in the state of Wisconsin.
- These locations are displayed when parents click other locations on the "Schools" screen in the Online Parent Application and included under other locations on the MPCP, RPCP, and/or WPCP List of Schools for the upcoming school year at dpi.wi.gov/choice.

Location Description (optional field): This is an optional field that schools may use to enter a description for the location. This description is for internal purposes only and will not be included in the Online Parent Application or on the school lists at dpi.wi.gov/choice. Examples: Elementary School, Middle School, High School, etc.

Enter or Update Locations for 2022-23:

1 address entered for 2022-23

			Address	City	State	Zip	County	Description
Delete	Edit	Primary Location / Mailing Address	613 Bessy Lane	Chilton	WI	53014	Douglas	

[Add Location]

[Back] [Next]

School Locations

- **A review of locations from previous years will take place after all locations are entered.**

- **New schools will have no changes from the prior year.**

Notice of School's Intent to Participate

School Locations and Addresses

School Name: Ryne's BrandNew Academy

School Year: 2022-2023

✓Intro --> ✓Intent --> ✓School Info --> ✓Locations --> **Review** --> *Choice Admin --> Programs --> App Periods --> Grades --> K4 --> Review --> Summer --> Financial --> Random Select --> Submit --> Confirmation*

Review School Locations and Mailing Address

As a new school, you have no changes from the prior year to review. Please click the Next button to proceed with the remainder of the ITP.

Back   Next

Go to Top

Choice Administrator

- **Enter the Administrator's school email.**

- **Enter the Administrator's personal mailing address.**

14

Choice Administrator

- Select "Has a bachelor's degree…" to fill out the information for the Administrator's credentials for either a bachelor's, master's, or doctorate degree.

- A copy of the degree or an official transcript is required as the school's auditor will review the documentation.

The administrator completing and signing the ITP must be the sole owner of the school or appointed by the operating organization of the school. Under s.119.23(2)(a)6.b and s.118.60(2)(a)6.b Wis. Stats., administrators of private schools participating in the PSCP must have at least a bachelor's degree from an accredited institution of higher education or a current teacher or administrator license from the Wisconsin Department of Public Instruction. A private school that does not comply with this requirement is ineligible to participate in or receive funding under the PSCP.

Choice Administrator: **Ryne Franz**

Administrator Qualifications:

Indicate one of the following that applies to **Ryne Franz**:

- ⦿ Has a bachelor's degree or higher from an accredited institution of higher education
- ○ Has a current teacher or administrator license from the DPI
- ○ Has none of the above

Accredited Institution of Higher Education	
Institution:	
City:	
State:	
Degree Earned:	○ Bachelor's ○ Master's ○ Doctorate
Month/Year Degree Received: (mm/yyyy)	

Administrator Contact Information:

Please enter your school email and personal mailing address for **Ryne Franz** below:

		2022-2023 School Year	
School Email Address:		Email:	This should be your **school** email address. It is the email address that the DPI will use for PSCP email communication. It **should not** be your personal email address.
Personal Mailing Address:		Address: City: State: Zip:	This is the **personal** mailing address for the choice administrator. It **must** be different than the school address. It cannot match any of the school addresses found on the previous page.

Choice Administrator

- **Select "Has a current teacher…"to fill out the information for the Administrator's credentials as a licensed teacher or administrator.**

- **Use the link to look up the license number and expiration date.**

Administrator Qualifications:

Indicate one of the following that applies to *Harry Franz*:

- ○ Has a bachelor's degree or higher from an accredited institution of higher education
- ● Has a current teacher or administrator license from the DPI
- ○ Has none of the above

Enter the current teacher or administrator license information from the Wisconsin Department of Public Instruction. See Wisconsin Educator License Lookup for the number to enter.

Teacher License from DPI	
File/Entity Number:	
Date License Expires: *(mm/dd/yyyy or Life)*	

Administrator Contact Information:

Please enter your school email and personal mailing address for *Harry Franz* below:

		2021-2022 School Year	
School Email Address:	Email:		This should be your **school** email address. It is the email address that the DPI will use for PSCP email communication. It **should not** be your personal email address.
Personal Mailing Address:	Address: City: State: Zip:		This is the **personal** mailing address for the choice administrator. It **must** be different than the school address. It cannot match any of the school addresses found on the previous page.

Back | Next

Go to Top

16

Programs

- Select "Yes" or "No" to which programs the school will or will not participate in for the 2022-23 school year.

- A school may participate in one, two, or all three programs.

Notice of School's Intent to Participate

Choice Programs

School Name: Ryne's BrandNew Academy
School Year: 2022-2023

✔Intro --> ✔Intent --> ✔School Info --> ✔Locations --> ✔Review --> ✔Choice Admin --> **Programs** --> *App Periods --> Grades --> K4 --> Review --> Summer --> Financial --> Random Select --> Submit --> Confirmation*

Select Programs Participating In

Enter or update the program(s) the school intends to participate in for the 2022-23 school year. Information regarding the PSCP may be found at <u>Private School Choice Programs</u>. Schools may **not** add programs after January 10. Schools may also click on "Information for Schools" and "Statutes and Rules" on the left menu bar of that webpage for additional information.

	2022-23 School Year
Milwaukee Parental Choice Program (MPCP)	○ Yes ○ No
Racine Parental Choice Program (RPCP)	○ Yes ○ No
Wisconsin Parental Choice Program (WPCP)	○ Yes ○ No

Back   Next

Go to Top

17

Application Periods

- **The Administrator will select which application periods the school will participate in based on the programs selected.**

- **Select "Yes" or "No" for each application period.**

- **The WPCP only has one open application period.**

Choose Application Periods

Information regarding application periods may be found in the Application Process Bulletin at School Application Processing. Parents will only be able to apply to schools during the open application period(s) the school identifies below. No amendments related to the open application periods are allowed after January 10.

Please identify the application period(s) below that the school will be offering for the **2022-23** school year.

Application Periods	Application Periods Offered for MPCP		Application Periods Offered for RPCP		Application Periods Offered for WPCP
	2022-23 School Year		2022-23 School Year		2022-23 School Year
	Check Yes to All	Uncheck All	Check Yes to All	Uncheck All	
WPCP (Feb 01 - Apr 21, 2022)					○ Yes ○ No
February (Feb 01 - Feb 21, 2022)	○ Yes ○ No		○ Yes ○ No		
March (Mar 01 - Mar 21, 2022)	○ Yes ○ No		○ Yes ○ No		
April (Apr 01 - Apr 20, 2022)	○ Yes ○ No		○ Yes ○ No		
May (May 01 - May 20, 2022)	○ Yes ○ No		○ Yes ○ No		
June (Jun 01 - Jun 20, 2022)	○ Yes ○ No		○ Yes ○ No		
July (Jul 01 - Jul 20, 2022)	○ Yes ○ No		○ Yes ○ No		
August (Aug 01 - Aug 22, 2022)	○ Yes ○ No		○ Yes ○ No		
September (Sep 01 - Sep 14, 2022)	○ Yes ○ No		○ Yes ○ No		
October (Oct 01 - Oct 20, 2022)	○ Yes ○ No				
November (Nov 01 - Nov 21, 2022)	○ Yes ○ No				
Dec/Jan (Dec 01 - Jan 09, 2023)	○ Yes ○ No				

Back   Next

Grades

- **Select all grades offered by the school and the grades offered for Choice program(s) for the 2022-23 school year.**

- **The school must offer the grade in order to offer the grade for Choice.**

- **The school may offer different grades for each program and is not required to offer Choice for all school grades.**

- **Select "Yes" or "No" for each grade and each program.**

- **Schools may use the "Check 1-8" and "Check HS" to select all the grades listed below the boxes.**

Notice of School's Intent to Participate

Grades

School Name: Ryne's BrandNew Academy
School Year: 2022-2023

✔Intro --> ✔Intent --> ✔School Info --> ✔Locations --> ✔Review --> ✔Choice Admin --> ✔Programs --> ✔App Periods --> **Grades** --> K4 --> Review --> Summer --> Financial --> Random Select --> Submit --> Confirmation

Enter Grades and Available Choice Seats

Schools indicate all grades the school offers, grades offered for each program, and Choice seats available by grade level for each program.

- **Grades Offered by School:** Schools should select "Yes" for each grade the school offers unless the school contracts with a public school district to provide educational programming for all students in that grade (i.e. K4 in a community based program).

- **Grades Offered for MPCP/RPCP/WPCP:** Parents will only be able to apply for each program to the grades identified under the "Grade Offered for MPCP", "Grade Offered for RPCP", or "Grade Offered for WPCP" columns. Parents will not be able to apply to a program if the grade is not indicated for that specific program even if the school indicates the grade is offered by the school or for another program. For the MPCP and RPCP, grades offered for the program may be changed prior to an open application period by submitting a school information update form at Submitted Reports and Forms. WPCP schools cannot add grades on or after the first day of the WPCP open application period.

- **Choice seats available by grade level for MPCP/RPCP/WPCP:** Schools enter the number of Choice seats available by grade level at the school for each program. Schools should take into account any returning students when determining the number of seats and must not exceed any capacity limit for the facility. If the school indicates fewer seats available in a grade than the number of returning students for the MPCP, RPCP or WPCP, some returning students will not receive a seat and will be placed on a waiting list. See the Application Process Bulletin at School Application Processing for information on setting and revising seat numbers. For new and continuing schools with a surety bond, the ITP will calculate the school's estimated annual Choice payments based on the number of Choice seats the school indicates are available.

The table below shows the grades for the 2021-22 school year for schools continuing in the PSCP.

Enter/update grades offered, grades offered by program offered, and the number of Choice seats available by grade level by program by the school for the 2022-23 school year.

Grades

- **Each Choice grade selected must have at least 1 seat available.**

- **Seats entered must be given out to eligible Choice applicants.**

- **The Administrator should only enter the seats they have available or expect for Choice applicants, as the number entered here drives the Surety Bond calculation.**

- **Click "Save" to save progress on this screen.**

K4

- A school may not offer K4 as a grade if the school is in a community partnership with a public school district.

- The first question must be answered No, if Yes, go back and remove K4.

- The Administrator will select if the school will offer K4 with Outreach.

- Information on Outreach can be found in the K4 Parental Outreach Activities Bulletin.

Notice of School's Intent to Participate

4-year-old Kindergarten

School Name: Ryne's BrandNew Academy
School Year: 2022-2023

✔Intro --> ✔Intent --> ✔School Info --> ✔Locations --> ✔Review --> ✔Choice Admin --> ✔Programs --> ✔App Periods --> ✔Grades --> K4 --> Review --> Summer --> Financial --> Random Select --> Submit --> Confirmation

4-year-old Kindergarten

1. Does the school have a K4 program where ALL students are enrolled in the public school district and attending your school? (i.e. your private school receives payment from the public school district for ALL the K4 students that are attending your school)

○ Yes
○ No

2. Does the school intend to offer an outreach program for K4 that meets the requirements?

- Private schools that provide 87.5 hours of outreach activities in addition to the required minimum hours of direct student instruction for K4 students may increase the FTE aid for these students from 0.5 FTE to 0.6 FTE.
- Information regarding outreach activities may be found in the K4 Parental Outreach Activities Bulletin at PSCP Bulletins.

○ No, our K4 program **WILL NOT** include an outreach component as described in the bulletin.
○ Yes, our K4 program **WILL** include outreach that meets the requirements for 0.6 FTE.

[Back] [Next]

Grades

- A review of grades offered across programs and offered by the school will be checked.

- If grades are offered by the school and not in one of the Choice programs the school will have to confirm.

- If grades are not the same across all Choice programs the school will have to confirm.

- New schools will not have to check schools offered in the previous school year.

Summer School

- **Select "No" or "Yes" if the school will offer summer school for the summer of 2022.**

Notice of School's Intent to Participate

Summer School

School Name: Ryne's BrandNew Academy
School Year: 2022-2023

✔Intro --> ✔Intent --> ✔School Info --> ✔Locations --> ✔Review --> ✔Choice Admin --> ✔Programs --> ✔App Periods --> ✔Grades --> ✔K4 --> ✔Review --> Summer --> Financial --> Random Select --> Submit --> Confirmation

Indicate Summer School and Expected Attendance

Schools interested in offering summer school during the upcoming summer should review the Summer School Bulletin available at PSCP Bulletins. Schools should note that summer school courses funded through federal Title programs are not eligible for payment through the PSCP summer school program.

Does the school intend to offer a PSCP summer school program during the upcoming summer?

○ No, summer school will NOT be offered
● Yes, summer school WILL be offered

Please enter the number of students expected in each category below. The school should enter the **total** expected number of Choice students for **all 3** Choice programs you will be participating in (MPCP, RPCP, and WPCP).

K4-8 Students: [   ]
9-12 Students: [   ]

Note: For new and continuing schools with a surety bond, the ITP will calculate the school's estimated summer Choice payments based on the number of Choice seats the school indicates are available (shown on the next page).

[Back] [Next]

Go to Top

Summer School

- Selecting "Yes" will require the Administrator to enter the total expected number of summer school Choice students across all programs.

- The numbers are broken out by K4-8 students and 9-12 students.

- These numbers will factor into the school's surety bond calculation.

Notice of School's Intent to Participate

Summer School

School Name: Ryne's BrandNew Academy
School Year: 2022-2023

✓Intro --> ✓Intent --> ✓School Info --> ✓Locations --> ✓Review --> ✓Choice Admin --> ✓Programs --> ✓App Periods --> ✓Grades --> ✓K4 --> ✓Review --> **Summer** --> *Financial* -- *Random Select --* > *Submit --> Confirmation*

Indicate Summer School and Expected Attendance

Schools interested in offering summer school during the upcoming summer should review the Summer School Bulletin available at PSCP Bulletins. Schools should note that summer school courses funded through federal Title programs are not eligible for payment through the PSCP summer school program.

Does the school intend to offer a PSCP summer school program during the upcoming summer?

○ No, summer school will NOT be offered
◉ Yes, summer school WILL be offered

Please enter the number of students expected in each category below. The school should enter the **total** expected number of Choice students for **all 3** Choice programs you will be participating in (MPCP, RPCP, and WPCP).

K4-8 Students: [   ]
9-12 Students: [   ]

Note: For new and continuing schools with a surety bond, the ITP will calculate the school's estimated summer Choice payments based on the number of Choice seats the school indicates are available (shown on the next page).

Back   Next

Go to Top

24

Financial

- The school's surety bond will be calculated based on the number of seats the Administrator entered in the Grades and Summer School sections.

- The school will select to submit to DPI either a surety bond or a DPI Budget & Cash Flow Report, due first weekday in May.

Choose Surety Bond or Budget Submission

Schools new to the PSCP shall submit to the DPI one of the following by **May 1, 2022**:

- **Surety Bond:** A surety bond payable to the state in an amount equal to 25 percent of the total amount of payments the private school expects to receive under s.118.60 and/or s.119.23 Wis. Stats. during the first school year the private school participates in the program under this section. If the school chooses the surety bond option, the school will be required to annually provide a surety bond by May 1 until the requirements to remove the bond are met.

  Or

- ***DPI Budget & Cash Flow Report***: Schools must complete the 2022-23 budget and cash flow report that will be posted to the School Submitted Reports and Forms webpage. The report must include the financial information for the entire legal entity of the school. The report must show that the school is financially viable and that the school has sufficient contingency funding. Financially viable means the school is able to pay for goods and services, make debt service payments, and pay other obligations as they become due. Contingency funding is funding that will be used if the school's actual enrollment is less than expected.

Training 3-5 available on the On Demand Training webpage provides information on the surety bond and the DPI Budget & Cash Flow Report options. During the required in-person fiscal management training for new schools held in February and March, the DPI will further explain the surety bond and DPI Budget & Cash Flow Report.

Based on the available Choice seats entered in previous screens, the required surety bond amount is the following. If the school would like to make changes to the number of available seats, click the "Back" button at the bottom of the screen to go to previous pages.

Financial

- **The selection does not bind the school to either option. A mandatory training will be held in February/March focusing on the financial requirement.**

Grade Category	Number Seats	*	FTE Factor	*	Expected Yearly Payment for 2022-2023	=	Expected Payment
K4 & K5 (0.5 FTE)	30	*	0.5	*	$8,399	=	$125,985.00
K4 & K5 (0.6 FTE)	0	*	0.6	*	$8,399	=	$0.00
K5 (0.8 FTE)	0	*	0.8	*	$8,399	=	$0.00
K5-8	270	*	1.0	*	$8,399	=	$2,267,730.00
9-12	120	*	1.0	*	$9,045	=	$1,085,400.00
					Yearly Payment for 2021-2022		Expected Payment
Summer School K4-8	20	*	0.05	*	$8,336	=	$8,336.00
Summer School 9-12	20	*	0.05	*	$8,982	=	$8,982.00
Total Expected Payments							$3,496,433.00
Required Bond Amount: 25% of Total Expected Payments							$874,108.25

Does the school currently intend to submit a surety bond OR the DPI Budget & Cash Flow Report by May 1, 2022?

○ The school will submit a surety bond by May 1st.
○ The school will submit a DPI Budget & Cash Flow Report in lieu of a surety bond by May 1st.

Go to Top

[Back] [Next]

26

Random Selection

- **Schools that participate in the RPCP and/or MPCP conduct their own random selection process.**

- **The school may choose to agree to use the DPI's random selection agreement or submit its own.**

Notice of School's Intent to Participate
Agreement on Random Selection Process for Admission
School Name: Ryne's BrandNew Academy
School Year: 2022-2023

✔Intro --> ✔Intent --> ✔School Info --> ✔Locations --> ✔Review --> ✔Choice Admin --> ✔Programs --> ✔App Periods --> ✔Grades --> ✔K4 --> ✔Review --> ✔Summer --> ✔Financial --> **Random Select** --> Submit --> Confirmation

Random Selection

Pursuant to s.118.60(3)(a) and/or s.119.23(3)(a) Wis. Stats., the undersigned school agrees to conduct its random selection process for admission to the Choice program per the Random Selection Agreement.

The school's Choice Administrator must complete the certification section below, then click Next to continue.

○ **By choosing this option, I, the choice administrator of the school,** voluntarily agree that the school will accept pupils into the Milwaukee Parental Choice Program and/or the Racine Parental Choice Program and conduct a random selection, if required, in accordance with the guidelines in the random selection agreement.

○ **By choosing this option, I, the choice administrator of the school,** voluntarily agree that the school will submit its own random selection plan for approval by the department prior to the due date of the ITP, January 10, 2022.

[Back]   [Next]

Random Selection

- **The WPCP Random draw is completed by the DPI.**

- **Schools that only participate in the WPCP are required to check the box and agree to the DPI conducting the random selection.**

28

Review/Submit

- **Be sure to read through the Agreement language.**

- **Check the box once the Administrator understands the school will need to meet the requirements of the Choice program set out in state statute and rule.**

Notice of School's Intent to Participate

Submit Data to DPI

School Name: Ryne's BrandNew Academy
School Year: 2022-2023

✓Intro --> ✓Intent --> ✓School Info --> ✓Locations --> ✓Review --> ✓Choice Admin --> ✓Programs --> ✓App Periods --> ✓Grades --> ✓K4 --> ✓Review --> ✓Summer --> ✓Financial --> ✓Random Select --> **Submit** --> *Confirmation*

Agreement

THE PRIVATE SCHOOL AGREES that compliance with all of the requirements in Wis. Stats. §§118.60 and/or 119.23 and Administrative Code PI 35 and/or 48 constitutes a condition of receipt of funds under the program(s), and that this notice of intent to participate is binding upon the school, its successors, transferees and assignees for the period during which the school is a participant in the program. The school assures that all contractors, subcontractors, subgrantees, and others with whom it arranges to provide services or benefits to its students in connection with this program are not in violation of the stated statutes, regulations, guidelines, and standards. In the event of failure to comply with PSCP requirements, the school understands that its participation in the program can be terminated.

I am authorized to sign this form on behalf of the school as either sole owner or by appointment as administrator by the school's operating organization, and I am not a disqualified person as defined under Wis. Stats. §§119.23(1)(ag) or 118.60(1)(ag). A disqualified person is defined as a person who had a controlling ownership interest in, or was an officer, director or trustee of a private school barred or terminated from the program, or was the administrator of a private school, a person identified as an administrative designee, or an individual responsible for the activity that resulted in an order being issued barring or terminating a private school from participation in the program. By signing this form, I acknowledge that if the private school is barred or terminated from the program, I may be prohibited from having an ownership interest in, serving as an officer, director, trustee, administrator, or administrator designee or person responsible for administrative, financial or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the choice program for seven years from the date of the state superintendent's order barring or terminating the private school from the program.

Wis. Stats. §§118.60 and 119.23 and Wis. Admin Code PI 35 and 48, are subject to statutory and administrative rule change. I have read the notice, statutes (Wis. Stats. §§118.60 and/or 119.23) and administrative rules (Administrative Code PI 35 and/or 48) and guarantee that the school will comply with all its provisions.

Signature

The school's Choice administrator must complete this signature section and click the Submit button to continue.

☐ **BY CHECKING THIS BOX, I CERTIFY** that I have signed this document electronically, that I am the choice administrator listed on this ITP, and that I understand all of the requirements set forth in this document. I also certify that all information is complete and accurate to the best of my knowledge and that I have legal authority to submit this application.

- Before submitting the report on or before the due date, the school should confirm that all data is correct.

- Once you submit the data, it will become "locked" and changes to it will not be possible, although you will still be able to see it. If you have changes that you still need to make to your data, click on the "Will Submit Later" button below, and return at a later date to officially submit the data.

- After the data is locked, you can contact DPI to discuss "unlocking" the data if you have additional changes. Please note that these will be made on a limited basis only.

- If you have questions, please contact PrivateSchoolChoice@dpi.wi.gov or call toll free 1-888-245-2732, extension 3.

[Back] [Will Submit Later] [Submit]

29

Hours of Instruction

- **For new Choice schools, due to DPI by the first weekday in May via email and in excel document found on the DPI website.**

- **Wis. Stats. 118.60(a)8 and 119.23(2)(a)8 require private schools in the choice program to provide at least:**

  - 1,050 hours of direct pupil instruction in grades 1-6

  - 1,137 hours of direct pupil instruction in grades 7-12

Hours of Instruction

- **Revisions are allowed if changes are needed as long as minimum hours of instruction are met**

- **However, if a school needs to shorten its term, the school must get prior written approval from DPI using the School Information Update form**

Hours of Instruction

- **The Hours of Instruction Report is available on our website**

- **The school should download the excel document and save a file in its system**

- **Step by step instructions can be found on Training 3-1 of the On Demand Training**

Hours of Instruction

- **Example of summary page of form**

- **Enter data into yellow fields—white fields are text or numbers you can't change**

- **Tabs will take you through entering data for different grade levels**

- **Schools should be in session on the count dates—Third Friday in September and Second Friday in January**

- **Your planned hours should be over the minimums required in case there are snow days or other days the school is unexpectedly closed**

HOURS OF INSTRUCTION REPORT
PI-PCP-117 (Rev 04-21)
This collection is a requirement of Wis. Stats. § 118.60 and 119.23 and Wis. Admin. Codes § PI 35 and 48.

privateschoolchoice@dpi.wi.gov. The report is due by **MAY 3, 2021** for **new participating private schools** in the **2021 - 2022 school year**. *Continuing schools do not need to submit this form*. Refer to detailed instructions on the Excel Instructions sheet.

I. SCHOOL INFORMATION

School Name	The Best School
School City	The Best City

II. GRADES

Put an "X" next to all grades at the school for the 2021-22 school year, even if a grade will not be offered to Choice pupils.

x	4 Year-Old Kindergarten	x	1st Grade	x	7th Grade
	5 Year-Old K/Half Day (.5 FTE)	x	2nd Grade	x	8th Grade
x	5 Year-Old K/3 Full Days (.6 FTE)	x	3rd Grade	x	9th Grade
	5 Year-Old K/4 Full Days (.8 FTE)	x	4th Grade	x	10th Grade
x	5 Year-Old K/5 Full Days (1.0 FTE)	x	5th Grade	x	11th Grade
		x	6th Grade		12th Grade

III. SUMMARY OF REQUIREMENTS & DATES

The following schedules must be completed based on the grades identified in Section II. The school must ensure that all schedules indicate "Requirement Met".

Line	Information	SCH 1-Grade K4	SCH 2-Part-time K5	SCH 3-Full-time K5	SCH 4-Grades 1-6	SCH 5-Grades 7-12
1	Schedule Required	Yes	Yes	Yes	Yes	Yes
2	Required Hours	437	630	1,050	1,050	1,137
3	Scheduled Hours	717	717	1,135	1,135	1,172
4	Requirement Met	Requirement Met	Requirement Met	Requirement Met	Requirement Met	Requirement Met
5	First Day of School	8/30/2021	8/30/2021	8/30/2021	8/30/2021	8/30/2021
6	Last Day of School	5/27/2022	5/27/2022	5/27/2022	5/27/2022	5/27/2022

IV. SCHOOL ON COUNT DATES

Does the school plan to have a full day of instruction on the **3rd Friday in September (September 17, 2021)** AND the **2nd Friday in January (January 14, 2022)** for all the grade levels of the school? *Schools are strongly encouraged to have a full day of instruction on the count dates. The count dates are used to determine if students meet the attendance eligibility requirements. If the school will not be in session on either count date, the school should contact the department in advance of submitting this report.*

Yes

Combined School Agreements

State law allows for a new school first participating in the RPCP or WPCP to enter into an agreement to be subject to the same governing body as a private school currently participating in the RPCP or WPCP. This is called a combined school agreement.

Under this agreement: the prior year attendance requirements for students would not apply to the new school for up to two years.

Schools interested in a combined school agreement must notify the DPI by January 10.

If your school is considering this option, please contact the DPI for further information and see the [Combined School Agreement Bulletin](#).

34

Auditor Fee

- All schools that participate in the PSCP are required to submit a non-refundable auditor fee

- Schools may make the payment in the form of a cashier's check made payable to DPI or electronically.

- Amount due for the 2022-23 school year - $275

Auditor Fee

- **The address used to mail the fee differs from the address used to deliver the fee, make sure to use the appropriate address**

- **It is recommended that schools pay electronically for the 2022-23 school year**

- **Make sure to read the Auditor Fee Form carefully, the form can be found on our website**

- **The form and fee must be received by the DPI by Jan 10.**

Disclosure of Information

- **Due Jan 10th**

- **Two Part Requirement**

- **Both the Template and form are posted on our website**

- **Part 1 – Statutorily Required School Policies and Information**

- **Part 2 – DPI Disclosure of Information Form, which includes**

  - Board member signatures

  - A checklist for the statutorily required policies and information

Required Information – Contact Info

- **School name**

- **Address**

- **Telephone number of the school**

- **Name of one or more contact persons at the school**

- **The list of the members of the school's governing body and of the school's shareholders**

  - The list of board members must match the list that is included on the Disclosure of Information form.

Required Information – Organization Status

- **Statement whether or not the private school is operating as a for profit or not for profit**
  - The school must specifically state if the organization is a for or not for profit
- **A copy of the school's 501(c)(3) certificate issued by the IRS, if the school is a nonprofit organization**
- **If the school does not yet have a 501(c)(3) the school must apply for one through the IRS and check the appropriate box on the Disclosure of Information form**

Required Policies – Application Appeals Process

- Schools may only reject a Choice application if the application does not meet program requirements.

- Schools must conduct a random selection, if applicable, prior to the next open application period, within 60 days after the end of the application period, or prior to the next count date, whichever comes first. Therefore, there is a limited time for appeals.

- Schools participating in the WPCP must provide final verification prior the first weekday in May. Therefore WPCP schools will need to receive appeals soon after receiving documentation.

Required Policies – High School Diploma

- **If your school grants high school diplomas, the criteria must include:**

    - The pupil's academic performance

    - Recommendations of teachers

    - Successful completion of the civics test

- **Choice Students may opt out of religious instruction, as such religious courses. These courses cannot be a requirement for graduation or grade promotion. The policy must indicate what courses the student could take in place of required religious instruction.**

- **Indicate that your school does not grant a high school diploma, if a school is not a high school, in this section.**

Required Policies – Non-Harassment Policy

- **The school's non-harassment policy, not the school's employee non-harassment policy**

- **The policy must include**

  - To whom and what format the harassment should be reported, i.e. verbal and/or written

  - Procedures for obtaining relief from harassment, including potential disciplinary actions and who will enforce these actions

42

Required Policies – Suspension and Expulsion and Appeal Procedures

- **Suspension and expulsion policies and procedures must include:**

  - Types of conduct that will result in a suspension or expulsion

  - Notice provided to parents

- **Appeal for a suspension or expulsion must include:**

  - Time frame for appeals

  - To whom the appeal should be submitted

  - Format of the appeal: written or verbal

  - When and by whom the decision of the appeal will be made, and how the decision will be communicated to the parent

Required Policies – Transfer of Credits

- Transfer of Credits policy is required of all schools, not just high schools

- School must explain how it will evaluate coursework and accept or deny the coursework or credits earned at another school

- Must be a process for determining grade placement

Required Policies – Visitor Policy

- **Policy governing visitors to the school**

  - **Check-in procedure, if any.**

  - **Limits on visitors or time for visiting, if any.**

  - **Identification requirements, if any.**

Disclosure of Information Form

- Must be filled out in its entirety

- Names, signatures, and addresses of all board members

- 2nd page checklist not required but used as a tool to make sure everything is included in the Disclosure of Information

New School Financial Requirements

- Schools new to the Choice programs must submit either the (1) DPI Budget & Cash Flow Report, including all related attachments; or (2) Surety Bond.

- Schools may not change which option they will use after May 1.

	Surety Bond	DPI Budget & Cash Flow Report
Due Date	May 1	May 1, DPI determines whether the school meets the requirements by August 1.
Frequency of Requirement	Annual until the requirements to remove the bond are met. A revised bond may be required for a new amount each year if the expected payment increases based on actual pupil counts.	First year of participation.

Surety Bond or Budget & Cash Flow Report

- **A surety bond <u>or</u> Budget & Cash Flow Report is due by May 1.**

- **The budget must show the school meets the following requirements:**

  - The school is financially viable

  - The school has sufficient contingency funding

48

Surety Bond Required Amount

- Must be equal to 25% of the total amount of expected Choice payments to be received by the school in the upcoming school year.

- The expected payments are based on the number of available seats in the ITP.

- Schools that have a 3rd Friday in September Choice pupil count that is higher than the expected payment amount based on the number of available seats in the ITP may be required to provide a revised bond.

Surety Bond Info

- A prefilled surety bond form will be sent to the school if, on the ITP, the school indicated it would use the surety bond option

- The school must use this prefilled surety bond form

- The surety bond must be emailed to DPI

- Any company that issues bonds may provide the bond

- Schools may start by contacting their insurance agent

50

Surety Bond Form

PRIVATE SCHOOL CHOICE PROGRAMS BOND

Whereas, _____ *(name of legal entity of school)*

doing business as _____ *(name of school, hereinafter the Principal)*

- **<u>Legal Entity Name:</u> this must be the legal entity name that is associated with the school's Federal Employer Identification Number (FEIN or EIN)**

- **Doing business as will be prefilled**

Surety Bond Form

(Printed Name of Surety)

(Signature of Company Officer for Surety)

(Signature of Attorney-in-fact for Surety)

(Signature of Authorized Individual for Principal)

(Printed Name of Authorized Individual for Principal)

(Printed Title of Authorized Individual for Principal)

These must be the signatures of individuals from the company providing the bond. Both signatures are not required.

This must be completed by an authorized individual from the school, such as the Choice administrator or the head of the governing board.

Surety Bond

- **The DPI may call upon a bond for a number of reasons including:**

    - The school failed to timely file the financial audit or enrollment reports; or

    - The school failed to timely pay the DPI for any amount due.

53

Surety Bond

- **If a school chooses the surety bond option, it must annually provide a surety bond by May 1 until it provides all of the following:**

    - A financial audit for the **legal entity** of the school that is prepared in accordance with generally accepted accounting principles (GAAP) that does not contain any indicators that the school is not financially viable. The financial statements must include two years of financial statements and both years must be audited.

    - Evidence of sound fiscal and internal control practices for the school year in the financial audit and for the subsequent school year.

Non Financial Viable Indicators

- **The financial audit opinion contains an emphasis of matter or an expression of the auditor's doubt as to the school's ability to continue.**

- **Either year in the financial audit has any of the following:**

  - Total assets are less than total liabilities.

  - Current assets are less than current liabilities.

  - The change in net assets are negative unless the alternative option is used.

55

Non Financial Viable Indicators (cont)

- The school failed to make payments to vendors as required per written agreement or, if there is no agreement, within 90 days of invoice or payment request.

- The school has past due amounts with government agencies, including payment of employee withholdings, even if the school has entered into a payment plan with the government agency.

- The school failed to pay employees as required.

How to Request an IRS EIN Letter

New Schools to the Choice Program

1. All new Choice schools are required to provide an Employer Identification Number (EIN) Confirmation Letter. This letter is issued by the IRS.

2. The confirmation letter includes the school's:
   - Legal Name
   - Address
   - Employer Identification Number (EIN or FEIN)

3. The EIN Letter will be utilized by the new Choice schools and DPI for:
   - Verifying the school's legal name if a school chooses the Surety bond option
   - Setting up new schools to receive their Choice payments via ACH

*Please note: IRS laws, forms, and their related web links are subject to change by the IRS.

How to Request an IRS EIN Letter (cont)

Steps to Obtain Your School's EIN Letter

1. First, it is recommended to ask the school's accountant, business office, and/or payroll office to see if they have the school's original EIN confirmation letter.

2. If the school is unable to locate its EIN letter, then the school will need to contact the IRS and request a duplicate copy.

3. The following IRS web address provides an explanation of EIN numbers: https://www.irs.gov/businesses/small-businesses-self-employed/lost-or-misplaced-your-ein

4. This webpage also lists the IRS's call center number at 800-829-4933 for requesting a duplicate copy. Generally, the call center is open from 7am to 7pm.

How to Request an IRS EIN Letter (cont)

EIN Confirmation Letter Recommendations

1. It is important to remember that the school is not requesting a new Employer Identification Number.

2. The school is requesting that the IRS mail a **duplicate copy** of its original EIN Letter.

3. The school should start this process early because it can take several weeks to obtain a duplicate EIN Letter from the IRS.

4. Also, wait times at the call center can be long. It is recommended that you use the IRS call back feature.

EIN Confirmation Letter Example:

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI   OH   45999-0023

Date of this notice: MO-DY-YEAR

Employer Identification Number:
XX-XXXXXXX

Form: SS-4

Number of this notice: XX ### X

HEARING LOSS ASSOCIATION OF AMERICA
Chapter's Name
Chapter's Street/Mailing Address
City State Zip

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN XX-XXXXXXX. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Source: Freewaytax.com

How to Request an IRS EIN Letter (cont)

Helpful Hints For Obtaining Your EIN Letter

1. Work with your school's accountant, business manager, or payroll office, if applicable.

2. If the school is unable to locate its original EIN Letter. Contact the IRS to obtain a duplicate copy at 800-829-4933.

3. The EIN Letter should be emailed to: **dpichoiceauditreports@dpi.wi.gov**

4. If the school has any further questions about obtaining an EIN confirmation letter. Please contact: **dpichoiceauditreports@dpi.wi.gov**

5. For general school related fiscal and audit questions, please email our general mailbox at: **dpichoiceauditreports@dpi.wi.gov**

6. Are there any questions at this time related to EIN confirmation letters?

Student Information System (SIS)

- Contact your SIS vendor to notify them you will be working with DPI and WISEdata.

- Get a SIS vendor from the approved list, if you do not have a vendor

- Schools that currently do not have a SIS should contact and procure a vendor on the list as soon as possible

WISEdata

- A WAMS ID is required to access the WISEdata portal.

- Data flows from your SIS to WISEdata.

- It is up to the school and Choice Administrator to make sure the data submitted is correct.

- Access to WISEdata will be delegated by the Choice Administrator.

WISEdata

- **Be sure to read the Welcome to WISEdata document found on the [WISEdata webpage](#)**

- **Sign up for WISEdata training in early August at DPI**

Report Cards

Data submitted through WISEdata is used to produce statutorily required school report cards.

All Choice schools receive a Private School - Choice Students Report Card.

- This report card only includes Choice students.

Choice schools may choose to <u>also</u> have a Private School - All Students Report Card.

- This report card includes both Choice and non-Choice students. Schools choosing to have an All Students Report Card must submit data for all students.

Schools must decide by the first weekday in August if they want to have a Private School - All Students Report Card in addition to the Choice Students Report Card.

New School Training Requirements

Choice administrators for new schools must complete the following training:

- By January 14, Choice Programs Requirements Training and Quiz (Online)

- By January 14, Online Application System (OAS) Access Training and Quiz (Online)

- In February or March, Fiscal Management Training

    Strongly recommended that school's accountant/bookkeeper also attend this training.

In addition, it is strongly advised the new schools have more than one representative who qualified to serve as the school's Choice administrator complete the trainings. New schools are not permitted to change Choice administrators prior to August 1, unless the individual has completed the required training.

Designees

- Choice administrators may designate up to three individuals to assist with processing Choice student applications.

- The designee form may be submitted at any time during the school year.

- Form: https://dpi.wi.gov/parental-education-options/choice-programs/school-reports.

- The designee form must be signed by the Choice administrator and designees and is emailed to privateschoolchoice@dpi.wi.gov.

- The designee must submit a signed form and complete the required training before access to the Online Application System will be provided.

Summary – Registration

By January 10, the school's Choice Administrator must:

1. File the Intent to Participate (ITP) via OAS
2. Pay the Auditor Fee with a cashiers check and submit the Auditor Form
3. File certain school policies and board member information (First year only)
4. Complete Required Training (First year only)
5. Submit a Designee Authorization Form (Optional)

Things to Consider

As you start the registration process, consider the following:

- What Choice Programs will your school participate in

- What grades levels and seats will be available for Choice students

- When will your school accept student applications

- Will your school offer Choice summer school

- Will you school choose the budget or surety bond option

- What is your school's calendar for 2022-23

- Will your school have changes/updates to school board policies and board members

- Does your school have a certified SIS vendor

Next Steps

- **Register by January 10**

- **Complete training**

- **Auditor**

- **Accreditation/Preaccreditation**

- **SIS Vendor**

- **Insurance**

- **Staff Credentials and Background Checks**

- **Overview of the Choice Webpage**

Contact Us

Website: **http://dpi.wi.gov/parental-education-options/choice-programs**

Email: **privateschoolchoice@dpi.wi.gov**

Phone: 1-888-245-2732 ext. 3

- **Consultants**

  Sheryl Cordell, Corban Gehler, Ryne Franz, and Kim Reniero

- **Auditors**

  Rob Monroe, Andrea Kratz, and Doug Kohanski